Time Management

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| --- | --- | --- | --- | --- |
| **List of tasks** | **Segregation of tasks** | **Priority** | **Schedule** | **Status** |
| Data Extraction | Data Ingestion | High | Mon, 9:00 AM | In Progress |
| Database Design | Data modeling | High | Tue, 2:00 PM | Completed |
| ETL Development | Data Transformation | High | Wed, 10:00AM | In Progress |
| Performance Tuning | Database Optimization | Medium | Thu, 1:30 PM | Not Started |
| Data Analysis | Statistical Analysis | Low | Fri, 11:00 AM | Not Started |
| Reporting | Data Visualization | Medium | Fri, 2:00 PM | Not Started |
| Documentation | Project Documentation | Low | Ongoing | In Progress |

This table provides a breakdown of tasks specific to a data engineer's work. Here's an explanation of the different columns:

1. **List of Tasks:** This column lists the specific tasks that the data engineer needs to complete.

2. **Segregation of Tasks:** This column groups the tasks into categories or areas of focus, such as data extraction, data cleaning, database design, etc. This helps in organizing and prioritizing work effectively.

3. **Priority:** This column indicates the priority level assigned to each task. Tasks can be categorized as high, medium, or low priority based on their importance and urgency.

4. **Schedule:** This column specifies the scheduled date and time for each task to be started or completed. It helps the data engineer plan their work and allocate time accordingly.

5. **Status:** This column tracks the current status of each task. It can be marked as "In progress" if the task is being worked on, "Completed" if it is finished, or "Not started" if it is yet to be initiated.